Project Accounting

Objective

To record, summarize and track all project-related financial and descriptive information in the Minnesota Accounting and Procurement System (MAPS). Also, to allow project-related activities to be treated as unique entities, separate from the organizational structure in the MAPS Chart of Accounts.

Policy

MAPS project accounting provides inception-to-date project detail information; this information is categorized by project within each agency. Thus, by using project accounting, state agencies can carry out reporting functions for financial activities and management activities which are project-related. Agencies may use project accounting to record, summarize and track such activities.

MAPS project accounting can serve as a budgetary control structure which operates independently from appropriations. Similarly, MAPS project accounting can be used to establish project-specific fiscal years independent of the accounting fiscal year.

Project-related activities should be treated separately from the MAPS Chart of Accounts organizational structure; project accounting allows a project-related activity to be treated as a separate component.

Agencies can use MAPS project accounting to control and track projects for a period greater than one year. Project accounting permits project budgets to remain open for the entire length of a project.

The project accounting structure within MAPS is set up as a four-level hierarchy. The structure consists of the following codes:

Government-Wide Project Number -- A five-character code that links projects across agencies. The Government-Wide Project Number is reserved for Minnesota Management & Budget use only; Finance will use this code to track special events and emergencies (i.e. flood disasters). If an agency uses the Government-Wide Project Number, they must make sure its first three characters are the same as their agency number.

Project Number -- A five-character code unique to a particular agency.

Sub-Project Number -- A two-character code that identifies part of a project as a "sub-project."

Phase -- A single-character code that identifies part of a project or a sub-project as a "phase."

Job (optional) -- An eight-character code that may point to a portion of a project, sub-project, and phase. A Job code is used as the lowest breakdown of projects; multiple job codes may point simultaneously to the same project, sub-project, phase.

To establish a new project or modify an existing project, an agency should use the **Project Management Master (PJ)**. The Project Management Master consists of two pages and is used to define project, sub-project, phase, descriptive and budgetary data. MAPS must accept the Project Management Master before it will accept any accounting documents that make reference to a particular project.

Screen 1 of the Project Management Master contains the 1-character Project Status field. This is a required field. The Project Status field can determine the way in which projects are coded: if

the field contains an "R," (restricted) it signifies that expenditures should no longer be run through the project billing system. Agencies who do not use project billing must use the "R" status for open projects. If the field contains a "X," (completed) it is meant to stop agencies from coding to that particular project. The "X" is used when a particular project has been completed.

Project Accounting Tables

The following tables are used in the Project Accounting Subsystem:

The **Project Phase (PRPH)** table -- lists those codes which have been established to define project phases. The project phases are used by all agencies system-wide; each project must use phase codes from the standard codes found on this table.

To add a phase code other than those located on the PRPH table, an agency must submit a request to the Minnesota Management & Budget. DOF will send the agency the form needed to attain approval for the new phase code.

The **Job/Project Type Table (JPTY)** -- contains codes used to set up valid projects or jobs. The Job/Project Type Table is also used for user-defined reporting. The type codes contained in this table are centrally defined and have been set up by DOF prior to use by other agencies. The table holds three fields: the Job/Project Indicator, Type Code and Description. The Job/Project Indicator field will contain a "P" when a project is to be indicated.

To add a job/project type code other than those located on the JPTY table, an agency must submit a request to DOF. Finance will send the agency the necessary form with which to acquire approval for the new job/project type code.

The Job/Project Type Table is used on both the Project Accounting Subsystem and the Job Cost Accounting Subsystem.

Forms

Forms will be issued at a future date.

General Procedures

Step #	Actions to be Performed	Responsible Party
1.	Determine initially that your agency has a need to use project accounting.	Agency
2.	Acquire the necessary training in project accounting for personnel in your agency; training is done through the Minnesota Management & Budget.	Agency
3.	Request any necessary additions to the Job/Project Type or Project Phase Tables, if needed.	Agency
4.	Establish a project using the Project Management Master (PJ).	Agency
5.	Review the Fund Agency Index (FAGY); adjust the Job/Proj Ind to the necessary setting.	Agency
6.	Determine if your agency will use the Charge Class (CHRG) table; if so, you must define the codes which	Agency

	will be used for it.	
7.	Use the Project Charge (PX), if desired, to charge indirect charges to your agency's projects.	Agency
8.	Determine if your agency needs to set the Job/Project Indicator field; if so, determine with which entry ("J" or "P") it should be filled.	Agency
9.	Note that you may use the project number on most accounting documents, such as a Payment Voucher (PV), Purchase Order (PO), Cash Receipt (CR), Requisition (RQ), or Receivable (RE).	Agency
10.	You must contact DOF if you plan to add agency users to the monthly project accounting reports.	Agency
11.	Set the purge indicator to "Yes" when the project has been completed. The Department of Finance runs a monthly purge to archive all projects indicated for such into the purge/archive file.	Agency

See Also

MAPS Operations Manual Chapter 4 - Grants, Projects, & Jobs